

## **USAID/Rwanda Solicitation For Strategic Information Advisor**

- 1 SOLICITATION NUMBER: **696-S-07-012-00**
- 2 ISSUANCE DATE: **October 12, 2007**
- 3 CLOSING DATE/TIME SPECIFIED  
FOR RECEIPT OF APPLICATIONS: **November 13, 2007 at 17.00 (Kigali Time)**
- 4 POSITION TITLE: Strategic Information Advisor, USAID/Rwanda
- 5 MARKET VALUE: The position is classified at the equivalent of a GS-14, with salary ranging from US\$79,115.00 to US\$102,848.00 per annum. Final compensation will be based on the individual's salary and work history, experience, and educational background.
- 6 PERIOD OF PERFORMANCE: Two years with an option to renew, depending on the continuing need of the position and availability of funds.
- 7 PLACE OF PERFORMANCE: Kigali, Rwanda
8. SECURITY ACCESS: Secret (U.S. Citizens only)
9. AREA OF CONSIDERATION: U.S. Citizens; Third Country Nationals
10. SELECTION CRITERIA: Grading will be done on a 100-point scale: Education (10%), Professional Experience (35%), Technical Skills (35%), Management and Communication Skills (20%).
11. POSITION DESCRIPTION: (See below)

### **I. Basic Function of the Position:**

The Strategic Information (SI) Advisor will work with the United States Government's (USG's) President's Emergency Plan for AIDS Relief or Emergency Plan (PEPFAR) Team on HIV/AIDS activities and programs in Rwanda. Strategic Information (SI) encompasses surveillance, monitoring and evaluation, targeted evaluations, and information systems and is a cornerstone of the USG President's Emergency Plan for AIDS Relief for ensuring progress toward the Emergency Plan targets.

### **II. Duties and Responsibilities:**

The SI Advisor is the lead member of the PEPFAR SI Team. S/he will report on progress toward achieving the Emergency Plan targets, translate SI into improved Emergency Plan programming and delivery of services, provide accountability for use of Emergency Plan resources, contribute to the "three ones"—one national monitoring and evaluation (M&E) system in Rwanda and support internal and external capacity for use of SI in combating HIV/AIDS.

The SI Advisor will provide leadership and direct high quality technical expertise to USAID/Rwanda and the USG PEPFAR team in Rwanda in the development and implementation of strategic information systems to meet the needs of the President's Emergency Plan for AIDS Relief. The incumbent will serve as USG's primary Technical Advisor in monitoring and evaluation for country operations planning and reporting. They will also serve as primary technical advisor in SI to PEPFAR/Rwanda and other USAID health implementing partners. The strategic information position is a full time position and will perform the following duties and responsibilities:

- Direct the development and management of the SI sections of the USG strategic plans for HIV/AIDS Programs (including any addendum to the 5 year Country Strategic Plan).
- Supervise and mentor the USAID M&E program manager.
- Provide leadership to the PEPFAR SI Team and technical direction to other USG staff involved in HIV/AIDS SI and M&E activities and senior GOR counterparts to ensure that data generated by the SI systems are used for program planning, policy development, advocacy, and program evaluations.
- Guide SI investments to affect overall program sustainability, capacity building, and the delivery of quality services.
- Manage and coordinate SI-related processes required for the development of the annual PEPFAR COP, the Foreign Assistance OP, and the PMI MOP; oversee the fiscal year and planning year target setting exercises; and provide technical guidance and vision for the SI needs of PEPFAR in Rwanda.
- Work with implementing partner organizations to build capacity to respond to SI requirements, review and assess the targets set by individual partners and ensure that they are ambitious, yet reasonable.
- Develop policies and processes for generation of all summary targets for the various program areas in the COP, OP, and MOP.
- Evaluate results achieved by implementing partners against their targets and track overall progress in achieving the EP plan goals as outlined in the Rwanda EP strategy. As judged necessary, adapt targets to be consistent with appropriated budgets, country constraints, and new opportunities.
- Update country SI guidelines, standards, and manuals to ensure consistency with the latest Emergency Plan SI guidelines.
- Ensure that the Emergency Plan data and indicators meet benchmark data quality standards.
- Serve as the point of contact for auditors and program reviewers addressing reporting standards.
- Lead the PEPFAR SI Team, GOR and USG agencies to prepare annual, semi annual and other required reports. Ensure the quality and timely collection of EP's Implementing Partners' reports.
- Provide guidance to GOR for national reporting guidelines, standards, and manuals.
- Translate OGAC guidance and address all SI issues, challenges, and policy questions for USG/Rwanda.

- Serve as the co-chair of the National SI Technical Working Group and coordinate the SI components of the various technical working groups involving the GOR and other stakeholders.
  - Provide definitive information and work with the Embassy and other USG agencies in responding to Agency and congressional inquiries and other ad hoc requests.
  - Serve as the EP representative to development partner coordinating bodies addressing monitoring and evaluation issues related to HIV/AIDS.
  - Negotiate effectively with Government of Rwanda (GOR) officials responsible for monitoring and evaluation of HIV/AIDS programs.
  - Establish and maintain a close relationship with all international development partner representatives and GOR officials to ensure consistency and harmony of results reporting and to reach consensus around issues of attribution.
  - Lead the USAID/Rwanda health team and Mission Strategic Center in harmonizing USAID and EP monitoring and reporting requirements.
  - Advise the health team in developing scopes of work for partner and/or program evaluations and provide guidance on health evaluations and SI studies conducted by USAID/Rwanda and/or its partners.
- 
- Build capacity of local organization and new partners to meet USAID and Emergency Plan monitoring and reporting requirements.
  - Manage direct technical support to the National AIDS Control Program (CNLS).

The SI Advisor may be required, on an as needed basis, to perform other duties as assigned in support of the overall responsibilities of USAID/Rwanda.

### **III. Required Knowledge, Skills and Experience**

- Masters level (or higher) training in public health, public policy, epidemiology, demography, social or behavior science or related field;
- Minimum ten years of work experience developing and implementing monitoring systems and conducting evaluations, preferably in developing countries;
- Experience with HIV/AIDS programs or related health service programs; experience working with HIV/AIDS prevention and/or impact mitigation programs preferred.
- Experience working with one or more international agency systems, preferably USG or UN agencies.
- Experience with the Emergency Plan's SI system highly desirable and conducting international M&E is a plus
- Relevant prior experience to that contained in the Statement of Work

- Knowledge of monitoring and evaluation practice and methods through training and job experience.
- Knowledge of the Rwanda or East/Central African HIV/AIDS context;
- Evidence of excellent interpersonal, facilitation and team building skills/experience will be required.
- Excellent communication skills in English, written/verbal and diplomacy. Level IV (fluent) English is required. French language skills highly desired.
- Excellent leadership, management, coordination, interpersonal and teamwork skills.
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Must have the ability to obtain, analyze, organize and interpret data and present findings in both oral and written form.
- Presentation skills and diplomacy are critical. Must be able to prepare precise and accurate reports and to develop and present briefings.
- Basic skills in the operation of computers and software program applications authorized for use (including Excel, PowerPoint, and Word) are necessary.

#### **IV. Reporting Relationships**

Although the incumbent will be the recognized expert regarding Strategic Information (data collection, analysis and reporting, and monitoring and evaluation), the applicant selected will be expected to be an active and supportive member of the overall USG PEPFAR Team, a key leader of the PEPFAR SI Team, and a part of the USAID/Health Team. S/he will report to the USAID/Rwanda Supervisory Health Officer or their designee. The incumbent is expected to be able to exercise considerable independent judgment in carrying out broadly defined objectives and to be able to function effectively within a multicultural and interagency agency environment. The SI Advisor will provide mentoring guidance to the SI Assistant position as well as to other activity managers and members of the EP team across USAID, CDC, DOD and the State Department.

#### **V. EVALUATION CRITERIA**

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application, an interview process, and reference checks. The evaluation criteria for this position are:

- **Education and Other Academic Training (10 pts)**

A Masters level (or higher) training in public health, public policy, epidemiology, demography, social or behavior science or related field.

- **Professional Experience (35 pts)**

A minimum of 10 years of work experience, preferably in developing countries developing and implementing monitoring systems and conducting evaluations.

Experience with HIV/AIDS programs or related health service programs is also required.

Experience and knowledge of other international agency systems (USG or UN agencies).

- **Technical Skills (35 pts)**

Demonstrated in-depth technical knowledge of monitoring and evaluation practice and methods, knowledge of the Rwanda or East/Central African HIV/AIDS context.

Demonstrated effective ability to obtain, analyze, organize and interpret data and present findings in both oral and written form.

- **Interpersonal, Team Management, and Communication Skills (20 pts)**

Evidence of excellent interpersonal, facilitation and team building skills/experience is required.

Demonstrated outstanding communication (verbal, written, presentation) and interpersonal skills (including conflict resolution skills).

## **VI. TERMS OF APPOINTMENT**

Subject to the availability of funds, this will be a two-year contract, with an option to extend, depending upon continuing need of the services.

The position has been classified at a US Government GS-14 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

## **VII. LOGISTICAL ARRANGEMENTS**

USAID/Rwanda shall provide office space, and telephone/fax/e-mail (for communication with USAID officials and others in support of program objectives) as well as travel, lodging, and transportation for official purposes.

## **VIII. SECURITY AND MEDICAL CLEARANCES**

The position is open to U.S. Citizens and Third Country Nationals. The selected applicant must be able to obtain a Secret Security Clearance and appropriate Medical Clearance from STATE/MED. The selected applicant must obtain these clearances prior to departure for post. All accompanying dependents must also obtain Medical Clearances prior to departure for post.

#### **IX. LIST OF REQUIRED FORMS FOR US PSCs (need same for TCNs)**

Forms outlined below can found at  
[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/](http://www.usaid.gov/procurement_bus_opp/procurement/forms/)

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination ((DS 1843 and DS 1622). \*\*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*\*
4. Questionnaire for Non-Sensitive Positions (SF-85). \*\*
5. Finger Print Card (FD-258). \*\*

\*\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

- **Form 2.** Contractor Physical Examination (DS 1843 and DS 1622). Upon notification of eligibility as USPSC you will have two (2) weeks to submit your completed Medical Forms in accordance with the instructions in Attachment A of subject forms.

**NOTE:** (DS 1843 and DS 1622) M/MED is committed to processing all USPSC medical clearances within 30 days of receipt, except when additional medical testing is required.

#### **Policy Guidance Pertaining to PSCs (need same for TCNs)**

Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Documents (AAPDs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website:

[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/psc\\_solicit/](http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/)  
to determine which CIBs/AAPDs apply to this contract.

Additionally, Appendix D of the USAID Acquisition Regulations (AIDAR) also applies to PSCs. Appendix D can be found at:  
<http://www.usaid.gov/policy/ads/300/aidar.pdf>

#### **Benefits/Allowances: (need same for TCNs)**

As a matter of policy, and as appropriate, a USPSC recruited off-shore is normally authorized the following benefits and allowances:

1. **BENEFITS:**

Employee's FICA Contribution  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Annual Increase  
Eligibility for Worker's Compensation  
Annual & Sick Leave  
Access to Embassy medical facilities, commissary and pouch mail service  
Shipment and Storage of Household Effects  
Shipment of POV (Privately Owned Vehicle)

2. **ALLOWANCES** (if applicable, as found in the Standardized Regulations (Government Civilian Foreign Areas):

Temporary Lodging Allowance (Section 120)  
Living Quarters Allowance (Section 130)  
Post Allowance (Section 220)  
Supplemental Post Allowance (Section 230)  
Separate Maintenance Allowance (Section 260)  
Educational Allowance (Section 270)  
Educational Travel (Section 280)  
Post Differential (Chapter 500)  
Payments during Evacuation/Authorized Departure (Section 600) and  
Danger Pay (Section 650)

**FEDERAL TAXES:**

TCNs are exempt from payment of Federal Income taxes; USPSCs are not exempt.

**X. APPLYING:**

Qualified individuals are requested to submit a U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillform.gsa.gov>, or at Federal offices) and a resume containing the following information:

1. **Personal Information:** Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held).

2. Education: Colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).
3. Work Experience: Provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if Federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
4. References: Applicants are required to provide three professional references with complete contact information including email address and telephone numbers.
5. Statement of Availability: A written statement certifying the date and length of time for which the candidate is available for the position.
6. Applications may be submitted by e-mail, fax, DHL or FedEx air courier by the closing time and date to:

Hadiza Linganwa, Executive Officer  
USAID/Rwanda  
P.O. Box 2848  
Kigali, Rwanda

TELEPHONE NUMBER: 250 570940

FAX NUMBER: 250 574735

E-MAIL ADDRESS: hlinganwa@usaid.gov (Hadiza Linganwa), with copies to cmunyakazi@usaid.gov (Colette Munyakazi).

7. To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line in any cover letter.
8. Applications received after the date and time shall be considered late and shall not be considered for award. We suggest you confirm with the Executive Office that all documents submitted were received prior to closing date and time of this notice. Equipment failures at USAID or by the applicant's network are not acceptable reasons for late submission as applicants have the option of sending hard copy via courier.